

To use the ALEPH ILL subsystem to request materials that are available in-state.

To expedite the process...

- Please send lending libraries self-addressed labels as a courtesy.
- Please return borrowed materials as instructed by lending library.
- When receiving items remember to inspect them at arrival and let lending library know of any damages right away.

## Patron Initiated Interlibrary Loan in 10 Easy steps

Step 1: Enter the SDLN catalog <http://argos.sdltn.net/F?RN=491392017>

Step 2: Sign in using your library bar code and password. Choose South Dakota State Library in the drop down box. Click Log On.

Step 3: Once logged in, choose "All SDLN Libraries" so you can search statewide.

- Search for title or subject
- Option – You can click on "Global Holdings" to see what libraries hold the item you are interested in.

Step 4: Click on the title to access the full record

Step 5: Click on the Interlibrary Loan link at the top right

Step 6: Choose your delivery method

Step 7: Choose your delivery deadline

\*In-state requests need 7 days of lead time, Out-of-state requests need at least 20 days of lead time

Step 8: Check the copyright statement agreement at the bottom

Step 9: Click "GO"

- You will get a confirmation page
- Keep a paper copy for your records

**PLEASE NOTE:** As more and more libraries migrate off of SDLN, you may need to search individual library catalogs and request materials through WorldCat.

## Using "My Library Card" on Aleph

- Canceling a request
- Checking the progress of an ILL
- Request an item not found in Aleph
- Request an article

## Requesting an article

Step 1: Click on "My Library Card"

Step 2: Click "InterLibrary Loan Form" in the top right corner

Step 3: Choose "Journal" on the right

Step 4: Fill in as much information as possible

## Requesting an item from out-of-state

Use WorldCat

Step 1: Go to the SDSL website –Online Resources –A-Z Complete listing – Click on W. WorldCat is at the very bottom of the page

Step 2: Click on the WorldCat icon

Step 3: Enter your SDSL barcode number and password

Step 4: Click on “My Account” and log in again using your SDSL barcode number and password again

\*If this is your first time in WorldCat you will need to register

Step 5: Search for your item

Step 6: Choose the item you want, making sure it is the correct format or edition



Step 7: Click “Borrow this item from another library” or click this icon

Step 8: Click “Submit”

## My Requests

- View all ILL requests
- View status of ILL requests
- Cancel or renew material if the option is given

## FAQ's

Q: How long does an ILL take?

A: In-state/Aleph: about 1 week. Out-of-state/WorldCat: about 3 weeks

Q: Where is my ILL request going?

A: In-state/Aleph: directly to the lending library. Out-of-state/WorldCat: through the State Library

Q: How can I keep track of my requests?

A: Your accounts in Aleph or WorldCat online; but keep a paper copy also.

Q: Who is responsible when things go wrong?

A: The borrowing library is responsible for all materials.

Q: Does the State Library still lend materials?

A: Yes, but only items from our collection.

Q: Are there options other than using ILL to obtain materials?

A: Yes! The State Library databases have many eBook titles and articles available full text. Call the SDSL for free training!

Q: Can I request a new title?

A: No. As a general rule, libraries will not loan new titles. You should be purchasing these for your own collection.

Q: If I have an overdue ILL, can I still request more ILL's?

A: No. The State Library will not process any new requests until overdues are returned to the lending library.

Q: What if my patron loses an ILL book, or refuses to return it?

A: Your patron needs to pay for the material. If you cannot collect from your patron, then your library needs to settle the bill for the lost material. The State Library will not process new ILL requests until the matter is settled.

South Dakota's Libraries

For Addresses, go to <http://library.sd.gov/LIB/directory/index.aspx>

For individual SDLN Member policies (as available) review

<http://www.sdltnet.org/staff/members.php> ("ILL Policy" links are on the far right column)